



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: WEBRX SYSTEM ACCESS

Policy No.: 521
Supersedes: 1/09/00
Revision Date: 11/19/03
Page: 1 of 1

I. PURPOSE:

Establish accountability and continuity in maintaining security of the Automated Pharmacy Prescription System WebRx application and confidentiality of patient information. This policy will control access to the WebRx application.

II. POLICY:

Controlling and issuing authorization to access WebRx is the responsibility of the WebRx System Manager and the Outpatient Pharmacy Supervisor. Only the System Manager or alternate is to issue user ID's and passwords. The System Managers for WebRx is:

- System Manager, (562) 401-8471
- Alternate System Manager, (562) 401-7578
- Outpatient Pharmacy Supervisor, (562) 401-6129

III. PROCEDURE – For Appropriate Authorized Licensed Medical Staff:

The Licensed Provider Database (LPD) provides a list of licensed staff: physicians, licensed residents, fellows, and staff who are linked to a licensed physician: nurse practitioners, physician assistants, and clinical pharmacists who are determined to be authorized WebRx users. These users receive WebRx approval by agreement with Medical Administration via the database.

The procedure followed by the System Manager is as follows:

1. Open LPD database daily
2. Review for "New System Access Request (SAR) to Print".
3. Print the New SARs using the button "Print New SARs"
4. Create user accounts, and file SAR in WebRx Users binder

Note: Staff requiring physician linkage; require verification of physician supervisor prior to providing WebRx access.

The LPD also provides a list of users to be removed from the system. The procedure followed by the System Manager is as follows:

1. Look for the "Report of Deleted Providers" button, indicating there are users to be removed.
2. Print the report and delete the users in WebRx.

IV. PROCEDURE – Pre-LPD Procedure:

Prior to the Licensed Provider Database (LPD), manual SARs with Medical Administration approval were used to create all WebRx users. Currently the LPD contains the names of all potential WebRx users. If a manual SAR is received for WebRx, the name must be matched against the LPD, to ensure the user is an appropriate licensed provider.

V. PROCEDURE – Password Re-sets (i.e. User Unable to Log In):

Authorizing the re-setting of WebRx passwords is the responsibility of the Outpatient Pharmacy Supervisor and his alternate. The contacts are as follows:

- Outpatient Pharmacy Supervisor, (562) 401-6129
- Alternate, (562) 401-7237

EFFECTIVE DATE:
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES



RANCHO LOS AMIGOS NATIONAL REHAB CENTER INFORMATION MANAGEMENT SERVICES System Access Request

USER INFORMATION	
Name (Last, First, MI)	Phone / Extension
Department / Unit	Employee Number
Work Location Building / Room	Job Title

NETWORK ACCESS Add Delete

E-MAIL ACCOUNT Add Delete

AFFINITY ACCESS Add Delete Change User Group (Menu)

Application Modules (Check all that apply) :	User Group Name :
<input type="checkbox"/> Registration <input type="checkbox"/> Patient Scheduling <input type="checkbox"/> Order Control _____	(Or Same-as Person) _____
<input type="checkbox"/> Medical Records <input type="checkbox"/> Case Management <input type="checkbox"/> Department Management	User Primary Location:
<input type="checkbox"/> Quality Management <input type="checkbox"/> Utilization Management <input type="checkbox"/> Chart View <input type="checkbox"/> Health Notes	_____

HBOC ACCESS (*requires network access*) Add Delete

TSO ACCESS Add Delete

Please attach the Internal Services Department [] REGISTRATION FOR ACCESS TO THE DOWNEY IBM DATA CENTER [] form.

CLIS / **RTIS** / **WEBRX** / **PADI** / **OTHER** (Specify) Add Delete

SIGNATURES	
Print Supervisor/Dept Head's Name:	Phone #:
User Signature _____ Date _____	Supervisor/Dept Head/PLSO Signature _____ Date _____
HAC/Other Trainer Signature _____ Date _____	This certifies the above user was (will be) trained on _____ For the Affinity Applications or User Group/Menu requested above.

THIS SECTION TO BE COMPLETED BY IMS STAFF

Information Systems	Date Received:
Date Processed: _____	Processed By: _____
System Manager:	User information:
Date Received:	Primary Server:
Date Processed:	User ID:
Processed By:	

Distribution: Original – Help Desk Copies – Affinity, Network, and E-Mail managers (as appropriate)



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Information Systems Management

USER CODE / PASSWORD ACKNOWLEDGMENT

System Name: WebRX

User Name:

User ID:

Password: 123456 **Note: this password is good for one login. You'll need to choose and memorize your own password.**

You will use the User Code and Password above to access the particular system noted. As an employee and user of the system, it is your responsibility to protect all County information, patient information, and information processing resources to which you have access. This includes, but is not limited to, the following:

- < **Protecting your user code.**
- < **Not sharing your user code.**
- < **Logging off before leaving a terminal.**
- < **Not leaving any terminal unattended while material information is on screen.**

If you have any questions or need clarification on any of the above, please contact your supervisor, Local Security Officer for system indicated, or System Management staff.

WebRx – First Login Attempt

Look for Internet Explorer icon on desktop screen (click)

Will open to Rancho Online screen

Look for Select a Department - choose Pharmacy then WebRx

The login screen will appear.

Enter your USERID (noted near middle on reverse side of this page)

Press the <TAB> key, and then enter your temporary PASSWORD - 123456

Select New Password after first successful login

Create and memorize your password

It must have 6 to 8 characters (alpha and at least one number).


Example: myname1

Change Password Screen - Microsoft Internet Explorer provided by Rancho On-Line

File Edit View Favorites Tools Help

Back Search Favorites Media

Address <http://159.225.16.191/webphrm/PASSWORD.CFM?FCPASS='YES'&fcid=mayradoc&fcpassword=123456> Go Links

 COUNTY OF LOS ANGELES CALIFORNIA

TIME TO CHANGE YOUR PASSWORD

NEW PASSWORD: VERIFY NEW PASSWORD:

(Enter a Minimum of 6 Numeric & Alpha Characters)